

Chief, Management Staff

Chief, O&M Staff (DE/I Area)

Work Report, Week Ending 20 November 1956

Accomplishment

- ✓ 1. Evaluated a proposed letter from the Incentive Awards Committee to persons whose suggestions are rejected. [REDACTED]

25X1A9a

Assignments Active This Week

2. Project 6-45, OOR Space Study - At request of DE/I, an analysis of overcrowding in OOR and appropriate recommendations for improvement. Memorandum of completion is being typed. [REDACTED] (DE/A-DE/I, 1 December)

25X1A9a

3. Project 6-65, Management Survey of Technical Information Unit, Editorial Branch, [REDACTED] (1 December)

25X1A9a

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4. 66-1246, Request for ELINT T/O Increases for CEI and DEO. [REDACTED] (10 Dec.)

25X1A9a

5. Project 6-46, Preparation of Statements of Mission and Functions of the CIA ELINT Staff Officer and other Agency participants in the ELINT Program. [REDACTED] (ELINT Staff Officer, 1 December)

25X1A9a

6. Project 6-24, Survey of Procedures for Insuring that Separating Employees Conclude All Business with CIA Prior to Separation. [REDACTED] (DE/A, 1 Jan.)

25X1A9a

7. Project 6-61, Management Audit of CIA Watch Office. [REDACTED] (AD/CI, 10 Dec.)

25X1A9a

8. Project 6-55, Reorganization of Acquisitions Branch, CIA Library. [REDACTED] (15 December)

25X1A9a

9. Project 6-56, Study of Workload Procedures, Layout and Equipment of Acquisitions Branch, CIA Library (CIA Librarian). [REDACTED] (15 December)

25X1A9a

10. Manpower Utilization, Combination of DE/OOR-RI. [REDACTED] (DE/A, 1 Nov.)

25X1A9a

Assignments Inactive This Week

11. Project 6-54, Examination of Proposed OOR Reorganization. [REDACTED] (AD/RR, 31 December)

25X1A9a

12. Examination of Organization and Functions of Photo Intelligence Division, OOR. [REDACTED] (1 January)

25X1A9a

13. Assistance to DE/I in Reduction of T/O and Ceiling and Necessary Related Re-alignments. (Asst. to the DE/I (Admin)) [REDACTED] (1 January) 25X1A9a
14. Assistance to Chief, Business Machines Service in determining possibilities for use of electronic computers in DE/I. [REDACTED] (31 December) 25X1A9a

Training

15. Effective Writing - 2 hours [REDACTED] 25X1A9a
- Conference Leadership - 4 hours [REDACTED] 25X1A9a

[REDACTED] 25X1A9a

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